

STATE PROCUREMENT OFFICE

SPO Price List No.97-32 (Hawaii)
Replaces Price List No. 96-36

FURNITURE FOR PUBLIC SCHOOLS ON HAWAII
February 1, 1997 to January 31, 1998
(IFB-97-131-SW)

Orders for Furniture for Public Schools on Hawaii shall be made with the following vendors:

<u>VENDOR CODE</u>	<u>VENDOR</u>	<u>ADDRESS</u>	<u>VENDOR REP.</u>
14118-00	D & D Industries, Inc.	616 Puuhale Road Honolulu, HI 96819	Brian Woolford 841-7391
114492-00	Office Systems Hawaii, Inc.	740-I Moowaa Street Honolulu, HI 96817	Ailin Lum 841-5051
36230-00	Stationers' Corp. of Hawaii	708 Kanoelehua Avenue Hilo, HI 96720	Wendy Kojiro 935-5477

UNIT PRICES ARE THE ALL-INCLUSIVE COST TO THE STATE AND INCLUDES THE HAWAII GENERAL EXCISE TAX, CURRENTLY 4%.

STATE AGENCIES SHALL PROVIDE VENDORS THE FOLLOWING INFORMATION ON THEIR PURCHASE ORDER(S):

- (1) Contact person's name and telephone number;
- (2) Selection of color for all products ordered--purchase order(s) submitted to vendor(s) without any color selection indicated will be ordered in the "standard" color listed for each item on this price list--it shall be the contractor's responsibility to contact the State agency(ies) for their color selection(s). State agency(ies) shall have the option of color selection from the manufacturer's "standard" color selection. Contact vendor for color charts;
- (3) Location (address and room number, if any) where product items are to be delivered and placed by vendor(s);

For purchase orders with multiple delivery locations, each delivery location shall be specified on the purchase order or on a separate sheet attached to the purchase order(s).

Agencies shall also indicate on the purchase orders if delivery location is on the 2nd or higher floor, and if elevator services are available for delivery.

- (4) "SPO PRICE LIST NO. 97-32".

State agencies are advised that failure to provide vendors with the information listed above may delay product delivery. Under such circumstances, vendors should not be assessed liquidated damages for the resulting late deliveries.

NUMBER OF DAYS ALLOWED FOR DELIVERY shall be as follows:

ITEMS ORDERED IN MANUFACTURER'S "STANDARD" COLOR - Purchase orders received by the Contractor by May 31, 1997 and after September 30, 1997, shall be delivered 90 calendar days from date of receipt of purchase order or date on purchase order, whichever is latter. Purchase orders received by the Contractor between June 1, 1997 and September 30, 1997, shall be delivered 120 calendar days from date of receipt of purchase order or date on purchase order, whichever is latter. *Standard color must be indicated on the purchase order(s) at the time of submittal.

**Note on color selection: If color selection is not indicated on purchase order received by the Contractor, the Contractor shall be required to contact the school listed on the purchase order within seven (7) days from receipt of purchase order to determine color selection. Failure of the Contractor to contact school regarding color selection, which results in an extended delivery period, is considered unacceptable. The State Procurement Office will not grant a delivery extension to the Contractor in this situation. The Contractor shall provide manufacturer's standard color selection charts to the State Procurement Office or to the indicated school, when requested.

It shall be the Contractor's responsibility to maintain a reliable system of tracking receipt dates for purchase orders. Should discrepancies arise, Contractor shall be required to produce reliable documentation of receipt and ordering dates.

AGENCIES ARE RESPONSIBLE TO CLEAR THE AREA WHERE FURNITURE SHALL BE PLACED. Vendor's delivery personnel SHALL NOT be expected to clear or remove existing furniture at the State's delivery location. If area is not cleared, delivery personnel shall leave furniture at delivery location wherever space permits.

IN THE EVENT THAT THE CONTRACTOR DOES NOT DELIVER WITHIN THE TIME ALLOWED, LIQUIDATED DAMAGES SHALL APPLY. Liquidated damages per calendar day shall be assessed according to the schedule listed below. Liquidated damages shall apply to each item on the purchase order not delivered within the time period allowed.

<u>Total Cost of Products Assessed/P.O.</u>	<u>Liquidated Damages</u>
Under \$1000	\$ 5.00/day
\$1000 up to \$4999.99	10.00/day
\$5000 up to \$9999.99	20.00/day
\$10,000 and up	25.00/day

Liquidated damages shall apply on the 91st or 121st day from the date of receipt of the purchase order by the vendor unless otherwise adjusted.

Example: Cost of product(s) (total P.O. amount less tax) = \$141.00;
Applicable Liquidated damages = \$5.00/day;
Delivery made 10 days after 90 or 120 calendar days,
as applicable;
Liquidated damages = 10 days x \$5.00 = \$50.00 deducted from
invoice amount.

CONDITION OF EQUIPMENT shall be free of damages when delivered. Each agency should check the equipment received to ensure that the product is in good condition without major defects or damages. All equipment will be delivered to the agency as written on the purchase order.

VENDOR WILL DELIVER ITEMS LISTED ON THIS PRICE LIST. If vendor is unable to deliver the products listed, it shall be the vendor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the prices listed in this price list.

COMMITMENT TO PURCHASE. The Department of Accounting and General Services, Public Works Division and the Department of Education are reminded that the Governor's Budget Execution Policy has mandated that they purchase from price lists issued by the State Procurement Office.

EXCEPTION TO PRICE LIST. When quality level or product design is not suited to an agency's purposes, exception may be granted to the agency by the Chief Procurement Officer. To obtain an exception, agencies must submit SPO Form 5, Request for Authorization to Purchase Outside of the State Procurement Office Price List, justifying the exception.

QUESTIONS to this price list may be directed to Ms. Fran Villarmia of the State Procurement Office, telephone 586-0563.

COMPLAINTS should be made in writing and routed to the State Procurement Office. The written information should include the reason for complaint (e.g. delivery, customer service, quality, etc.) and the agency's purchase order number, date of purchase order, and details or circumstances leading to the complaint. A vendor evaluation form is attached to this price list and forms are available at the State Procurement Office.

ROBERT J. GOVERNS, CPPB
Procurement Officer

<u>Item No.</u>	<u>Description</u>	<u>Manufacturer's Brand and Model Number</u>	<u>Unit Price</u>	<u>Vendor</u>
<u>GROUP I - CLASSROOM FURNITURE - MATCHING</u>				
1.	Table, round, 48" diameter, adjustable height	Virco 4912	\$ 79.70	Station- ers' Corp.
2.	Table, multi-purpose, 30" x 60", adj. height	Virco 8774	103.60	Station- ers' Corp.
3.	Table, multi-purpose, 36" x 72", adj. height	Virco 8776	121.80	Station- ers' Corp.
<u>GROUP II - CLASSROOM FURNITURE - MISCELLANEOUS</u>				
4.	Student chair, stacking, w/o book rack unless indicated			
a.	11"H - 12"H (Color: Yellow)	Virco 830-12	14.30	Station- ers' Corp.
b.	13"H - 14"H (Color: Burgundy)	Virco 830-14	14.30	Station- ers' Corp.
c.	15"H - 16"H (Color: Red)	Virco 830-16	17.50	Station- ers' Corp.
d.	17"H - 18"H (Color: Mocha)	Virco 830-18	20.30	Station- ers' Corp.
5.	Student desk, sgl-pupil, w/one-compartment book storage, adj. height	Virco 871	65.70	Station- ers' Corp.
6.	Student desk, two-pupil, w/two-compartment book storage, adj. height	Virco 878	94.80	Station- ers' Corp.
7.	Garment rack, steel	No award		

Item <u>No.</u>	<u>Description</u>	Manufacturer's Brand and Model <u>Number</u>	Unit <u>Price</u>	<u>Vendor</u>
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GROUP III - DINING FURNITURE

8. Dining table, convertible
bench/table type,
color: white top/black frame)
6'L x 29"H

Palmer/Snyder 34F956	\$ 451.00	D & D Indus.
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GROUP IV - OFFICE FURNITURE

9. Tables, conference type,
steel frame, 29"H,
30"W x 42"L

Fixtures Saturn Series 1037A, 15222(2)	348.00	Office Syst.
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